



# **SBA Form 1502 Reporting**

Tuesday, March 28th

Open Access SBA Region III

Hosted by West Virginia District Office

**Victor M Cruz, Presenter**

Colson Services Corp

**For Technical Assistance, call AT&T's Help Desk at**

**1-888-796-6118 or 1-847-562-7015**



**BNY MELLON**

# Acknowledgement

We would like to thank  
Victor Cruz for his time and  
providing information regarding  
the SBA Form 1502 Reporting  
and the 1502 Dashboard

# SBA Form 1502 Overview

## Affected Population

- Mandatory on all 7(a) loans with an outstanding SBA guaranty, regardless of borrower payment activity
- Promptly notify SBA of loans withdrawn by borrower via E-Tran Servicing update to **Cancelled** status
- Monthly reporting period includes the first calendar day thru the last calendar day of the prior month
- Lenders “Active” loan portfolio is available monthly via the online **1502 Dashboard** portal.

# SBA Form 1502 Overview

## Monthly Processing Cycle

*Some dates may vary  
depending on  
business days*

**1st**

SBA Import File received  
by Colson

***Sept 2012: Daily data exchange***

**3rd**

SBA established  
1502 due date

**5-8th**

SBA's two business day grace  
period may fall

**20th**

First Export File -Transmission  
of 1502 Info to SBA

***Effective April 2015: Daily export  
beginning of month***

**25th & 29th**

Supplemental Export Files -  
Transmission of 1502 Info

***April 2015: Discontinued***

**29th**

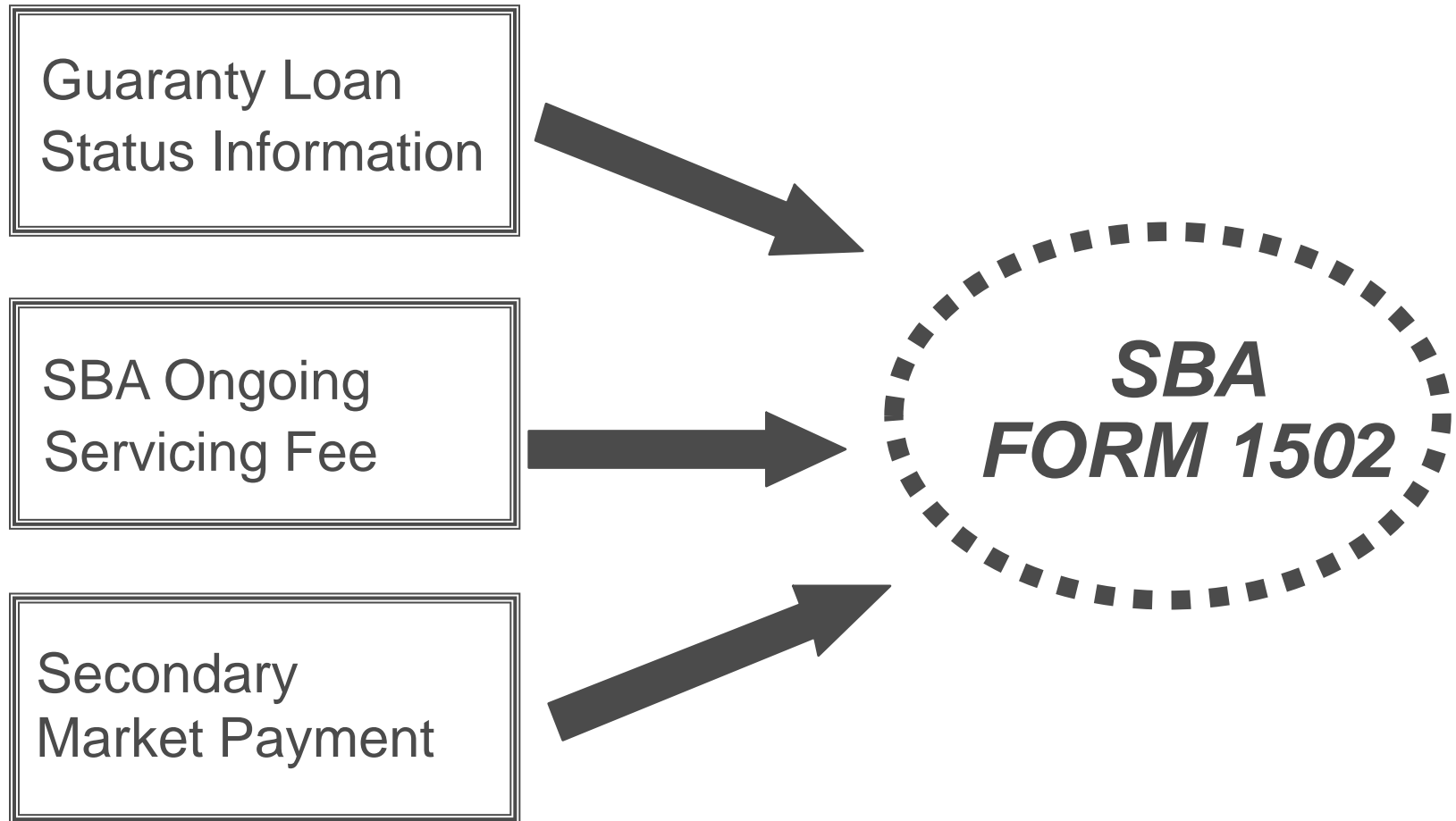
End of 1502 reporting cycle

**30th**

Unreported loans exception  
report notices generated

# SBA Form 1502 Overview

## Reporting Components



☐ Check box if lender information reflects changes**Lender's Name:****Lender's City, State, Zip:****Contact Person's Telephone No.:**

**Lender's Street Address:**

**Lender's Contact Person:**

**Contact Person's Fax No:**

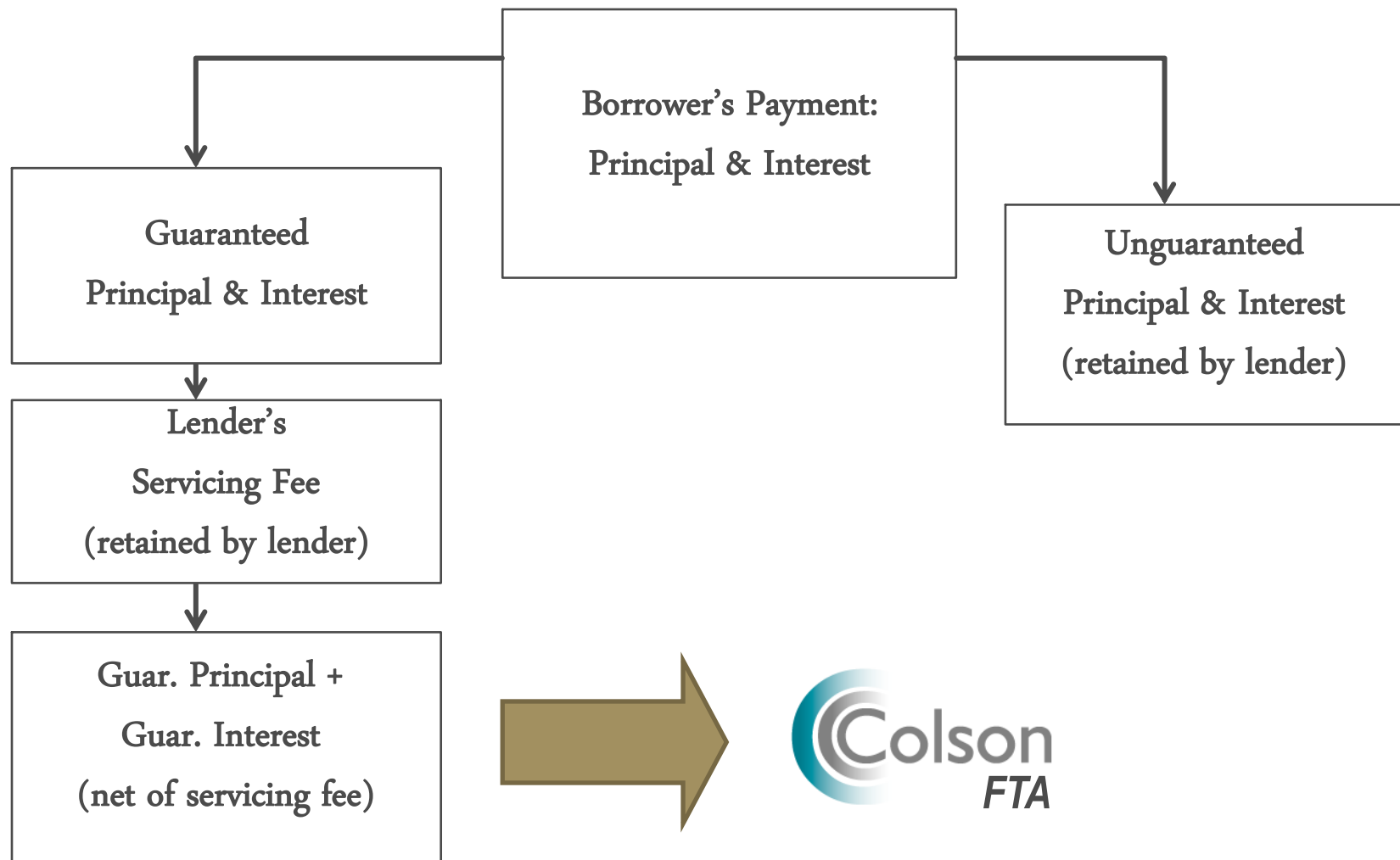
**Guaranty Loan Status & Lender Remittance Form**

F ☐ Check box if secondary market payment  
O reported is a late payment or prepayment

Month Ending: \_\_\_\_\_

Status Codes		Total:	\$0.00	17	Total: \$0.00
4 Deferred	7 Transferred	Grand Total:	\$0.00	19	18
5 In Liquidation	8 Purchased by SBA	Total to FTA + Penalty			
6 Paid-in-Full	9 Fully Undisbursed	Check/Wire Amt:	\$0.00	20	

# Lender's Remittance to FTA Guaranteed Portion of Payment



## SBA Ongoing Servicing Fee

Fee Rate Calculated by Lender on Guaranteed Portion	Affected Population
SBA 50 Basis Point Fee (.0050)	<ul style="list-style-type: none"> <li>7(a) loans approved 10/12/95 thru 09/30/02</li> </ul>
SBA 25 Basis Point Fee (.0025)	<ul style="list-style-type: none"> <li>7(a) loans approved 10/01/02 thru 04/04/04</li> <li>STAR loans</li> </ul>
SBA 36 Basis Point Fee (.0036)	<ul style="list-style-type: none"> <li>7(a) loans approved 04/05/04 thru 09/30/04</li> </ul>
SBA 50 Basis Point Fee (.0050)	<ul style="list-style-type: none"> <li>7(a) loans approved 10/01/04 thru 09/30/05</li> </ul>
SBA 54.5 Basis Point Fee (.00545)	<ul style="list-style-type: none"> <li>7(a) loans approved 10/01/05 thru 09/30/06</li> </ul>
SBA 55 Basis Point Fee (.0055)	<ul style="list-style-type: none"> <li>7(a) loans approved 10/01/06 thru 09/30/07</li> </ul>
SBA 49.4 Basis Point Fee (.00494)	<ul style="list-style-type: none"> <li>7(a) loans approved 10/01/07 thru 09/30/08</li> </ul>
SBA 55 Basis Point Fee (.0055)	<ul style="list-style-type: none"> <li>7(a) loans approved 10/01/08 thru 09/30/13</li> </ul>
SBA 52 Basis Point Fee (.0052)	<ul style="list-style-type: none"> <li>7(a) loans approved 10/01/13 thru 09/30/14 <u>AND</u> Gross Approval Amount &gt; \$150,000</li> <li>7(a) loans approved 10/01/13 thru 09/30/14 within 90 days of companion loan(s) <u>AND</u> takes gross aggregate &gt; \$150,000</li> </ul>
SBA 51.9 Basis Point Fee (.00519)	<ul style="list-style-type: none"> <li>7(a) loans approved 10/01/14 thru 09/30/15 <u>AND</u> Gross Approval Amount &gt; \$150,000</li> <li>7(a) loans approved 10/01/14 thru 09/30/15 within 90 days of companion loan(s) <u>AND</u> takes gross aggregate &gt; \$150,000</li> </ul>
SBA 47.3 Basis Point Fee (.00473)	<ul style="list-style-type: none"> <li>7(a) loans approved 10/01/15 thru 09/30/16 <u>AND</u> Gross Approval Amount &gt; \$150,000</li> <li>7(a) loans approved 10/01/15 thru 09/30/16 within 90 days of companion 7(a) loan(s) <u>AND</u> takes gross aggregate &gt; \$150,000</li> </ul>
SBA 54.6 Basis Point Fee (.00546)	<ul style="list-style-type: none"> <li>7(a) loans approved on or after 10/1/16</li> </ul>
Zero Fee	<ul style="list-style-type: none"> <li>7(a) loans approved 10/1/13 thru 09/30/16 <u>AND</u> Gross Approval Amount ≤ \$150,000 (single loan or within 90 days of companion 7(a) loan(s) <u>AND</u> gross aggregate ≤ \$150,000)</li> <li>ARC Loans</li> </ul>



# SBA's Ongoing Servicing Fee Calculations

Two Calculations for the SBA Ongoing Servicing Fee:

- For **Term** loans,

SBA's basis point fee calculation:

$[\text{Guaranteed Opening Balance}] \times [\text{Fee Rate}] \div [\text{Calendar Basis}] \times [\# \text{ of Days}]$

*(Guar Opening Balance = Reported Guar Closing Balance + Guar Principal Amount)*

- For **Revolvers** or Term loans with multiple disbursements,

SBA's basis point fee calculation:

$[\text{Guaranteed Interest Amount}] \times [\text{Fee Rate}] \div [\text{Note Rate}]$

What if SBA Loan 1234567890 was a ... ?

U.S. SMALL BUSINESS ADMINISTRATION

Guaranty Loan Status & Lender Remittance Form

<input type="checkbox"/>	Check box if lender information reflects changes	F	<input type="checkbox"/>	Check box if secondary market payment reported is a late payment or prepayment
Lender's Name:	Main Street Bank	Lender's Street Address:	123 Main Street	
Lender's City, State, Zip:	Anytown, DC, 20000	Lender's Contact Person:	Joe Banker	
Contact Person's Telephone No.:	202-555-5555 x 123	Contact Person's Fax No:	202-555-5550	Month Ending: 03/31/04

		Next		Amt Disbursed	Amount				Total to FTA					Guar. Portion	Remittance	
SBA	Lender	Installment	Status	this Period	Undisbursed	Interest	Guar. Portion	Guar. Portion	Guar. Portion	Interest Period		# of	Calendar	Closing	Penalty	
GP Number	Loan Number	Due Date	(4 - 9)	on Total Loan	on Total Loan	Rate	Interest	Principal	Pymt or Fee	From	To	Days	Basis	Balance	(if any)	
1234567890	ABC123	04/01/04				6.75%	\$1,005.57	\$1,244.43	\$37.24	02/01/04	03/01/04	29	365	\$186,255.57		
Non-Secondary Market loan Subject to 25 Basis Point Fee																
1234567890	ABC123	04/01/04				5.00%	\$744.86	\$1,244.43	\$1,989.29	02/01/04	03/01/04	29	365	\$186,255.57		
Secondary Market loan retaining a 1.75% lender servicing fee																
1234567890	ABC123	04/01/04				6.75%	\$485.45	\$0.00	\$17.98	02/01/04	02/15/04	14	365	\$187,500.00		
1234567890	ABC123	04/01/04				5.00%	\$385.27	\$1,244.43	\$1,629.70	02/15/04	03/01/04	15	365	\$186,255.57		
Secondary Market loan settlement of 2/15/04																
								Total:	\$3,674.21					Total:	\$0.00	

Status Codes		
4	Deferred	7 Transferred
5	In Liquidation	8 Purchased by SBA
6	Paid-in-Full	9 Fully Undisbursed

Grand Total: \$3,674.21

Total to FTA + Penalty

Check/Wire Amt: \$3,674.21

OMB No.

Expiration Date

U.S. SMALL BUSINESS ADMINISTRATION

☐ Check box if lender information reflects changes

Lender's Name:

City Bank

Lender's Street Address:

6100 Main Street

Lender's City, State, Zip:

Big City, NM 99999

Lender's Contact Person:

Joe Banker

Contact Person's Telephone No.:

999-999-5555

Contact Person's Fax No.:

999-999-5551

☐ Check box if secondary market payment reported is a late payment or prepayment

Month Ending:

04/30/00

SBA GP Number	Lender Loan Number	Next Installment Due Date	Status (4 - 9)	Amt Disbursed this Period on Total Loan	Amount Undisbursed on Total Loan	Interest Rate	Guar. Portion Interest	Guar. Portion Principal	Total to FTA Guar. Portion Pymt or Fee	Interest Period From To	# of Days	Calendar Basis	Guar. Portion Closing Balance	Remit. Penalty (if any)	
5423003005	516912	6/1/00	4						0.00		3/1/00		87,543.25		
A ban granted a deferment															
2667893007	657774		5					26,350.00	0.00		12/4/99		149,492.00		
A ban in liquidation (lender performing liquidation)															
9758353009	467331		6			10.625%	2,240.72	265,432.47	105.45	3/3/00	4/1/00	29	365	0.00	
A paid-in-full unsold ban subject to the 50 basis point fee															
8242473007	568543		7						0.00		4/2/00		225,000.00		
A loan transferred to another lender (bank transferring loan)															
4351473007	345621		8						0.00		4/12/00		135,675.00		
A ban purchased by the SBA															
1345673001	998765		9		451,250.00				0.00				0.00		
A fully undisbursed loan															
Total									105.45	Total					0.00
Grand Total									105.45						
Total to FTA + Penalty															
Check/Wire Amt:									105.45						

Status Codes

4 Deferred

7 Transferred

5 In Liquidation

8 Purchased by SBA

6 Paid-in-Full

9 Fully Undisbursed

SBA Form 1502 (10/99)

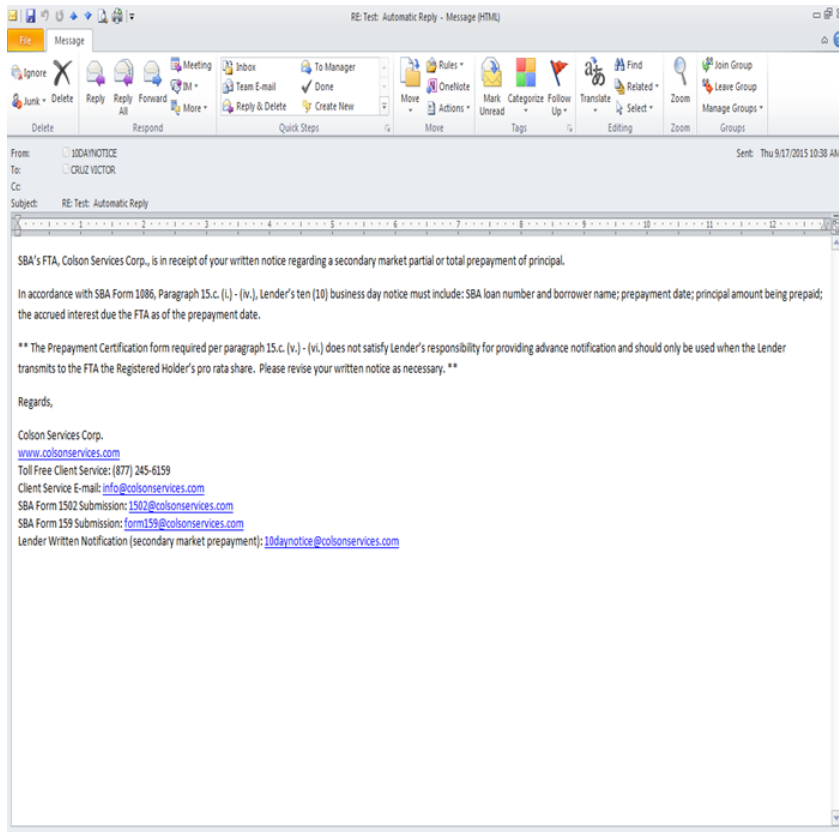
# Secondary Market Payoff Processing

- Lender is required to provide ten (10) business days notification to the FTA for secondary market prepayments
  - Notifications can be forwarded to [10daynotice@colsonservices.com](mailto:10daynotice@colsonservices.com). The auto response should be retained by lender.
  - The 10 business day notification is valid for 30 calendar days from the prepayment date.
  - The 10 business day notice must include: SBA loan number and borrower name; prepayment date; principal amount being prepaid; the accrued interest due the FTA as of the prepayment date.
- Lender is required to provide a prepayment certification that the prepayment funds are either the borrower's own funds or funds borrowed by borrower pursuant to a separate transaction
  - The prepayment certification form does not satisfy the 10 business day notification requirement and should only be used when the lender transmits to the FTA the Registered Holder's pro rata share of the payoff.

# Secondary Market Payoffs

## Prepayment Notification

**10daynotice@colsonservices.com**



## Prepayment Certification

**PREPAYMENT  
CERTIFICATION**

TO BE USED WHEN LENDER TRANSMITS TO THE FTA THE REGISTERED HOLDER'S PRO RATA SHARE OF PREPAYMENT BY THE BORROWER OR WHEN LENDER REPURCHASES A LOAN IN DEFAULT.

_____ Borrower/Loan Name	_____ Lender
_____ SBA Loan Number	_____ Address
_____ SBA Servicing Office	_____ City, State, Zip

DATE OF REPURCHASE: \_\_\_\_\_

I, \_\_\_\_\_, an officer of the above named institution, hereby attest and certify as follows:

- (1) I have the legal authority to make the representation herein.
- (2) Prepayment or repurchase was made in accordance with Item A or Item B checked below.

\_\_\_\_\_  
A. The prepayment Funds represent the Borrower's prepayment in accordance with Paragraph 15 of SBA Form 1085 or 1086, and to the best of my knowledge and belief, the prepayment funds are either borrower's own funds or funds borrowed from this or another lending institution pursuant to a separate transaction.

\_\_\_\_\_  
B. Borrower has defaulted on a payment due under the Note

☒ Check box if secondary market payment reported is a late payment or prepayment

<b>Lender's Name:</b>	City Bank	<b>Lender's Street Address:</b>	6100 Main Street
<b>Lender's City, State, Zip:</b>	Big City, NM 99999	<b>Lender's Contact Person:</b>	Joe Banker
<b>Contact Person's Telephone No.:</b>	999-999-5555	<b>Contact Person's Fax No:</b>	999-999-5551

Month Ending: 04/1/01

SBA GP Number	Lender Loan Number	Next Installment Due Date	Status Code (4 - 9)	Amt Disbursed this Period on Total Loan	Amount Undisbursed on Total Loan	Interest Rate	Guar. Portion Interest	Guar. Portion Principal	Guar. Portion Pymt or Fee	Total to FTA		Interest Period		# of Days	Calendar Basis	Guar. Portion Closing Balance	Remittance Penalty (if any)		
										From	To	From	To						
1234567890	AB123					10.375	2,008.47	243,652.74	245,661.21	3/03/01	4/01/01	29	365			00.00			
<div>A secondary market prepayment (separate SBA Form 1502)</div>																			
<div>SBA Form 1502 due to Colson's Payoff Department at the time of secondary market payoff (do not report loan as a Status Code 6)</div>																			
Total:										245,661.21	Total:								\$0.00

Status Codes	
4 Deferred	7 Transferred
5 In Liquidation	8 Purchased by SBA
6 Paid-in-Full	9 Fully Undisbursed

**Total:** 245,661.21

<b>Total:</b>	\$0.00
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**Grand Total: 245,661.21**

Total to FTA + Penalty

**Check/Wire Amt:** 245,661.21

☐ Check box if secondary market payment reported is a late payment or prepayment

Month Ending: 04/30/01

# Exceptions and Discrepancies

## Data Accuracy Reports

Report	Frequency	Method of Transmission	Summary
1502 Exception Report	Monthly	Auto Fax & <b>1502 Dashboard</b>	Identifies 1502 data reported that did not pass SBA/Colson edit check.
Unreported Loans Report	Monthly	Auto Fax & <b>1502 Dashboard</b>	Identifies loans that lenders did not report on in most recent 1502 cycle.
SBA Fee Underpayment Invoices	Monthly	Mail	Identifies unsold loans where fee paid was less than fee computed.
SBA Fee Overpayment Refunds	Monthly	Mail	Check and letter that returns fee overpayments on unsold loans.
Fee Variance Report	Quarterly	Web <b>1502 Connection</b>	Identifies discrepancies or “gaps” in the fee payment history of unsold loans.
Discrepancy Letters	Monthly	Auto Fax	Identifies sold loans where guaranteed balance and/or interest paid to date is not in agreement between Lender and FTA.
Late Remittance Penalty Letters	Monthly	Mail	Identifies secondary market payments remitted late by the Lender.



# Lender Exception Report

## Error Corrections

- Lender Exception Reports are faxed to lenders the night the 1502 is processed. Exception messages/errors are also available for view via the Colson online **1502 Dashboard** portal
- 1502 data corrections are due upon receipt and should be updated by lenders via the **1502 Dashboard** to ensure (validate) that exceptions has been cleared for revised E-Tran status updates
- Errors can only be corrected/cleared during the month that they are incurred. Data elements\* for SBA's Ongoing Servicing Fee calculations cannot be edited after the 19<sup>th</sup>\*\* of the month

\*Guaranteed Closing Balance; Calendar Basis; # of Days; Guaranteed Principal; Guaranteed Interest; Interest Rate

\*\*OR prior business day IF 19<sup>th</sup> is a non-business day

# Loans Unreported Action Steps

- On a daily basis lenders reported/unreported active loan count is available via the **1502 Dashboard**
- Unreported loans report taxes are sent at the end of each calendar month in advance of the next 1502 established due date
- Types of actions lenders may take for unreported loans
  - Active loans can be reported via an additional 1502 submission for current month and then add on to the next regular month end 1502 report thereafter
  - **Cancelled** loans must be updated directly with SBA. Effective 02/01/15 Lenders are required to provide SBA notification/update via E-Tran Servicing. Loans cannot be cancelled through SBA Form 1502 reporting or Colson Services
  - Colson cannot update loan status to **PIF**. For status update, lenders must submit a supplemental 1502 report with Status Code 6; Guar Port Principal; Interest Paid To Date; Guar Port Closing Balance of \$0.00.

# 1502 Dashboard Access

The 1502 Dashboard is accessed through Colson's website via the "log on to" dropdown menu or web link <https://www.colsonservices.com/Dsh1502>

Single Sign On login ID can be obtained by selecting **"New To Colson SSO? Sign Up"** and inputting the banks active login ID & password for the 1502 Connection to establish lender verification


A series of emails will create an unique login ID and password for access to the 1502 Dashboard via Single SignOn

The 1502 Dashboard User Guide is available on the Dashboard message board & questions should be directed to Colson Client Services team at 877-245-6159

















































# 1502 Dashboard – Reporting Summary View

## Lender 1502 Reporting Summary

List by     

Month/Year Lender ID Lender Name

[Current]

SBA Field Office	Colson Lender ID	Lender Name (Hover for complete name)	Active Loans 	Unreported Loans 	Unreported Loans %	Reported Loans	Reported Loans %	Messages (Initial) 	Reported with Errors (Initial) 	Reported with Errors (Initial) %	Messages (Current) 	Reported with Errors (Open) 	Reported with Errors (Open) %
<a href="#">0515</a>	71732	BANK Ixxxxxxxxxxxx	<a href="#">60</a> 	<a href="#">60</a> 	100.00%	0	-	0	0	-	0	0	-
<a href="#">0508</a>	3812	BANK Cxxxxxxxxxxxx	<a href="#">73</a> 	<a href="#">59</a> 	80.82%	<a href="#">14</a>	19.18%	0	0	-	0	0	-
<a href="#">0460</a>	96543	BANK Nxxxxxxxxxxxx	<a href="#">59</a> 	<a href="#">59</a> 	100.00%	0	-	0	0	-	0	0	-
<a href="#">0189</a>	31012	BANK Sxxxxxxxxxxxx	<a href="#">138</a> 	<a href="#">56</a> 	40.58%	<a href="#">82</a>	59.42%	<a href="#">7</a>	<a href="#">6</a>	7.32%	<a href="#">7</a>	<a href="#">6</a>	7.32%
<a href="#">0353</a>	53229	BANK Hxxxxxxxxxxxx	<a href="#">56</a> 	<a href="#">56</a> 	100.00%	0	-	0	0	-	0	0	-
<a href="#">0202</a>	2241	BANK Lxxxxxxxxxxxx	<a href="#">53</a> 	<a href="#">53</a> 	100.00%	0	-	0	0	-	0	0	-
<a href="#">0390</a>	94928	BANK Mxxxxxxxxxxxx	<a href="#">67</a> 	<a href="#">49</a> 	73.13%	<a href="#">18</a>	26.87%	<a href="#">1</a>	<a href="#">1</a>	5.56%	<a href="#">1</a>	<a href="#">1</a>	5.56%
<a href="#">0508</a>	26913	BANK Cxxxxxxxxxxxx	<a href="#">48</a> 	<a href="#">47</a> 	97.92%	<a href="#">1</a>	2.08%	0	0	-	0	0	-
<a href="#">0508</a>	55911	BANK Rxxxxxxxxxxxx	<a href="#">47</a> 	<a href="#">47</a> 	100.00%	0	-	0	0	-	0	0	-
<a href="#">0610</a>	92811	BANK Bxxxxxxxxxxxx	<a href="#">6235</a> 	<a href="#">46</a> 	0.74%	<a href="#">6189</a>	99.26%	<a href="#">94</a>	<a href="#">14</a>	0.23%	<a href="#">89</a>	<a href="#">6</a>	0.10%
<a href="#">0507</a>	9226	BANK Bxxxxxxxxxxxx	<a href="#">119</a> 	<a href="#">44</a> 	36.97%	<a href="#">75</a>	63.03%	0	<a href="#">1</a>	1.33%	0	<a href="#">1</a>	1.33%
<a href="#">0912</a>	59439	BANK Cxxxxxxxxxxxx	<a href="#">5850</a> 	<a href="#">44</a> 	0.75%	<a href="#">5806</a>	99.25%	<a href="#">19</a>	<a href="#">34</a>	0.59%	<a href="#">19</a>	<a href="#">17</a>	0.29%
<a href="#">0508</a>	13314	BANK Sxxxxxxxxxxxx	<a href="#">42</a> 	<a href="#">42</a> 	100.00%	0	-	0	0	-	0	0	-
<a href="#">0156</a>	28913	BANK Ixxxxxxxxxxxx	<a href="#">39</a> 	<a href="#">39</a> 	100.00%	0	-	0	0	-	0	0	-
<a href="#">0876</a>	83314	BANK Dxxxxxxxxxxxx	<a href="#">40</a> 	<a href="#">39</a> 	97.50%	<a href="#">1</a>	2.50%	0	0	-	0	0	-
<a href="#">0951</a>	38115	BANK Hxxxxxxxxxxxx	<a href="#">40</a> 	<a href="#">37</a> 	92.50%	<a href="#">3</a>	7.50%	0	0	-	0	0	-
<a href="#">0507</a>	40428	BANK Jxxxxxxxxxxxx	<a href="#">196</a> 	<a href="#">37</a> 	18.88%	<a href="#">159</a>	81.12%	<a href="#">5</a>	<a href="#">11</a>	6.92%	<a href="#">5</a>	<a href="#">10</a>	6.29%
<a href="#">0951</a>	45443	BANK Cxxxxxxxxxxxx	<a href="#">37</a> 	<a href="#">37</a> 	100.00%	0	-	0	0	-	0	0	-
<a href="#">0507</a>	9163	BANK Uxxxxxxxxxxxx	<a href="#">34</a> 	<a href="#">34</a> 	100.00%	0	-	0	0	-	0	0	-
<a href="#">0515</a>	91411	BANK Cxxxxxxxxxxxx	<a href="#">1360</a> 	<a href="#">33</a> 	2.43%	<a href="#">1327</a>	97.57%	<a href="#">21</a>	<a href="#">37</a>	2.79%	<a href="#">19</a>	<a href="#">31</a>	2.34%

Go to page

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# 1502 Dashboard – Loan Level History

## 1502 Info Search

Search By ☒ SBA Loan Number ☐ Sequence Number ☐ Colson LenderID




	Colson Seq No	Reference No	Reference Dt	Msg/Err Codes	SBA Loan No	Lender Loan No	Next Inst Due Date	Status	Amt Disbursed	Amt Undisbursed	Int Rate	Guar Interest Amt	Guar Principal Amt	Remitted to FTA	I
<a href="#">Edit</a>	04/06/2016-W-164	437339499	04/07/2016	17,16,2	8368935722	619987		0	\$0.00	\$0.00	7.25000	\$0.00	\$0.00	\$0.00	—
	03/03/2016-W-82	436863164	03/04/2016	16	8368935722	619987	12/01/2015	0	\$0.00	\$0.00	7.25000	\$0.00	\$0.00	\$0.00	—
	02/05/2016-W-137	436684804	02/08/2016		8368935722	619987	12/01/2015	0	\$0.00	\$0.00	7.25000	\$0.00	\$0.00	\$0.00	—
	01/05/2016-W-100	436081767	01/06/2016		8368935722	619987	12/01/2015	0	\$0.00	\$0.00	7.00000	\$0.00	\$0.00	\$0.00	—
	12/04/2015-W-70	435803343	12/07/2015		8368935722	619987	12/01/2015	0	\$0.00	\$0.00	7.00000	\$26.56	\$319.73	\$346.29	10/C
	11/04/2015-W-79	435417339	11/05/2015		8368935722	619987	11/01/2015	0	\$0.00	\$0.00	7.00000	\$26.75	\$319.53	\$346.28	09/C
	10/06/2015-W-52	435145484	10/07/2015		8368935722	619987	10/01/2015	0	\$0.00	\$0.00	7.00000	\$27.63	\$318.52	\$346.15	08/C

# 1502 Dashboard – Loan Level Edit

## 1502 Info Search

Search By ☒ SBA Loan Number ☐ Sequence Number ☐ Colson LenderID

8368935722

Go

### Details for SBA Loan No: 8368935722

Colson Seq No: 04/06/2016-W-164

Reference No: 437339499

Reference Dt: 04/07/2016

Msg/Err Codes: 16,17,2

SBA Loan No: 8368935722

Lender Loan No: 619987

Next Inst Due Date:

Amount Disbursed: 0.00

Amount Undisbursed: 0.00

Interest Rate: 7.25000

Guar Principal Amt: 0.00

Remitted to FTA: \$0.00

Interest From Date:

# of Interest Days: 0

Interest Basis: 365

Guar Closing Bal: 0.00

Validate

Save

Cancel

Msg/Err  
Code

### Message/Error Message

- #02 (1035) SBA's System will not update subject loan. Guaranteed Portion Closing Balance must be greater than zero.
- #16: SBA's status shows loan in liquidation. Must report loan with a status code 5.
- #17 (1030) This is a warning message that Guaranteed Portion Principal was not reported and the Guaranteed Portion Principal was reduced from the last balance accepted by SBA. Please provide the Guaranteed Portion Principal to reduce the reported closing balance is unchanged from the prior 1502 report, access SBA E-Tran Servicing/1502 Info to review (Err) triggered by prior reporting that prevented the loan balance to update.

Lender Id: 96215  
Lender Name: BANK Bxxxxxxxxxxxx  
SBA Loan No: 8368935722  
Lender Loan No: 123456789  
Borrower Name: Gxxxxxxxxxx25  
Approved Date: 11/10/2009  
Approval Gross Amt: \$25,000.00  
Percent SBA: 90.00 %  
Approval SBA Amt: \$22,500.00  
Maturity Date: 11/10/2016  
Fee Rate: 0.00550  
SBA Status Desc: DISBURSED IN LIQUIDATION  
LOC: No

# 1502 Dashboard – e-File Submission

## Create 1502 e-File

- Map non-conforming Lender 1502 files to mandatory OMB SBA Form 1502 format
  - This step is not necessary if using Standard 1502 format or Colson's 1502 Fee Calculator excel spreadsheet
- E-mail the following Colson POC's for setup assistance:
  - Kathy-Anne Spence-Nelson:  
[spencek@colsonservices.com](mailto:spencek@colsonservices.com)
  - Osarys Rodriguez:  
[rodriguezo@colsonservices.com](mailto:rodriguezo@colsonservices.com)
  - Angel Suarez:  
[suarez@colsonservices.com](mailto:suarez@colsonservices.com)

## Upload 1502 e-File

- Browse and select the file you would like to upload
- Option to select multiple worksheets for processing
- View uploaded file for format exceptions prior to submission
- Verification of file Grand Total (\$)
- Safe and secure submission method to replace non-STP secure e-mails

Note: Colson accepts Transport Layer Security (TLS) e-mail transmissions as another secure alternative



# 1502 Dashboard e-File Submission

**Fig. 1**

**Fig. 1**

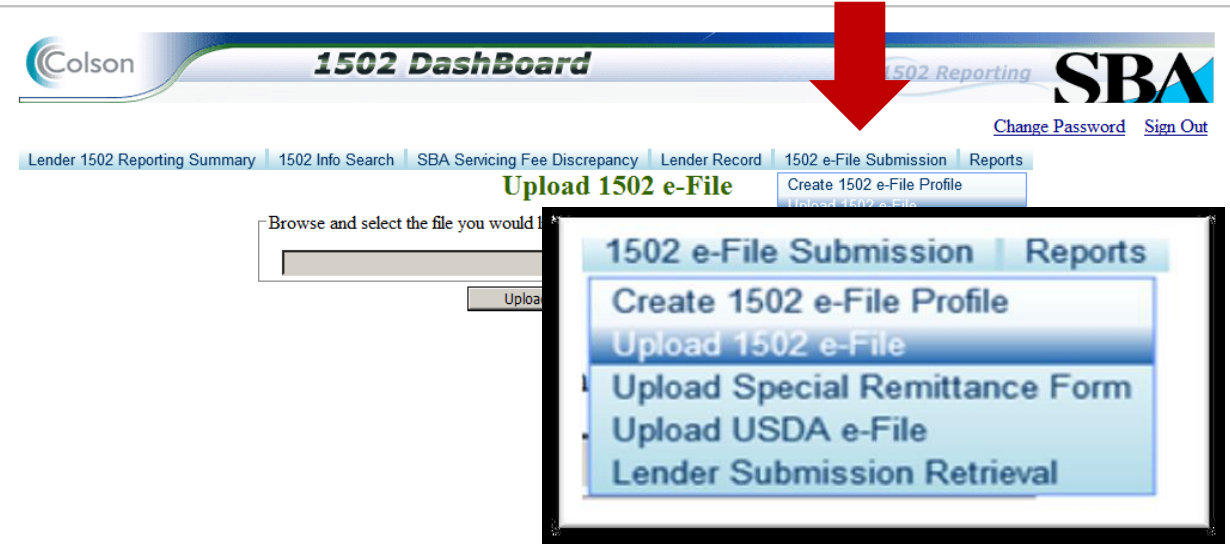
The 1502 e-File allows for the following excel spreadsheet submissions:

- **Standard 1502 Forms**
- **Special Remittance Forms**
- **USDA Remittance Forms**

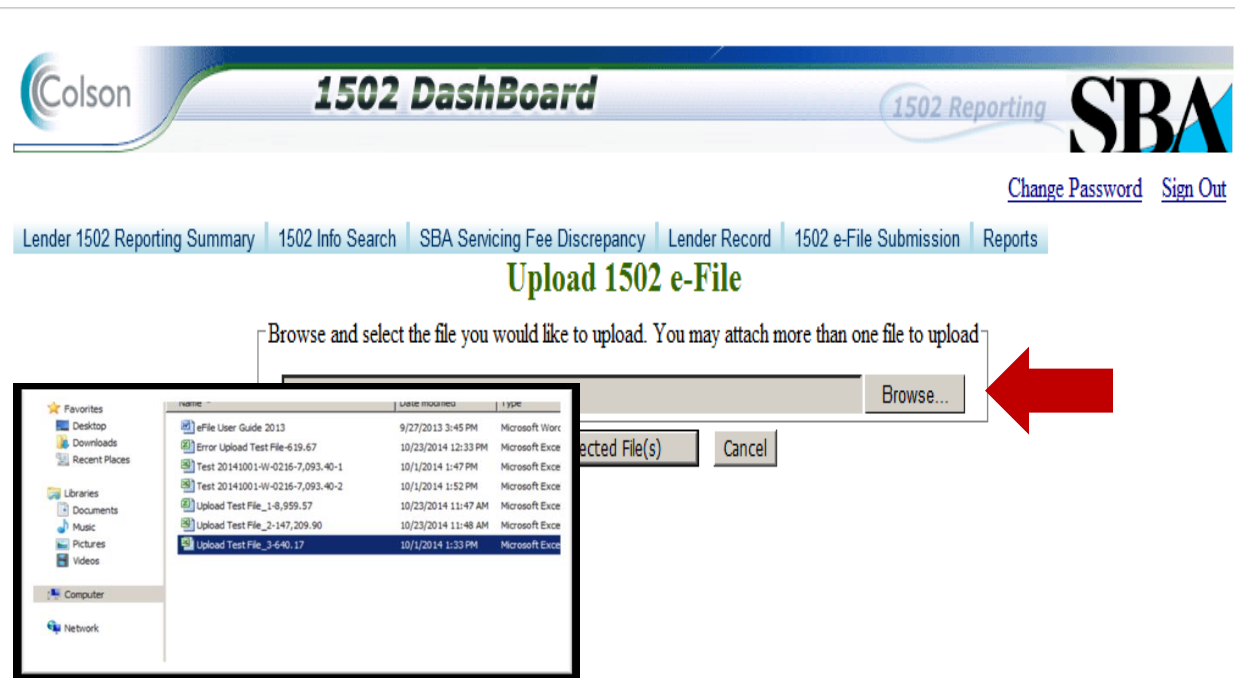
Note: Excel spreadsheets in Standard 1502 format is mandatory for e-File uploads. Negative dollar values i.e. borrower payments, outstanding balances and “Total To FTA” amounts are not allowed and must be removed prior to upload

**Fig. 2**

Browse to locate spreadsheet to be uploaded and select “Upload Selected File(s)” to proceed. Repeat Browse step for multiple files to be uploaded.

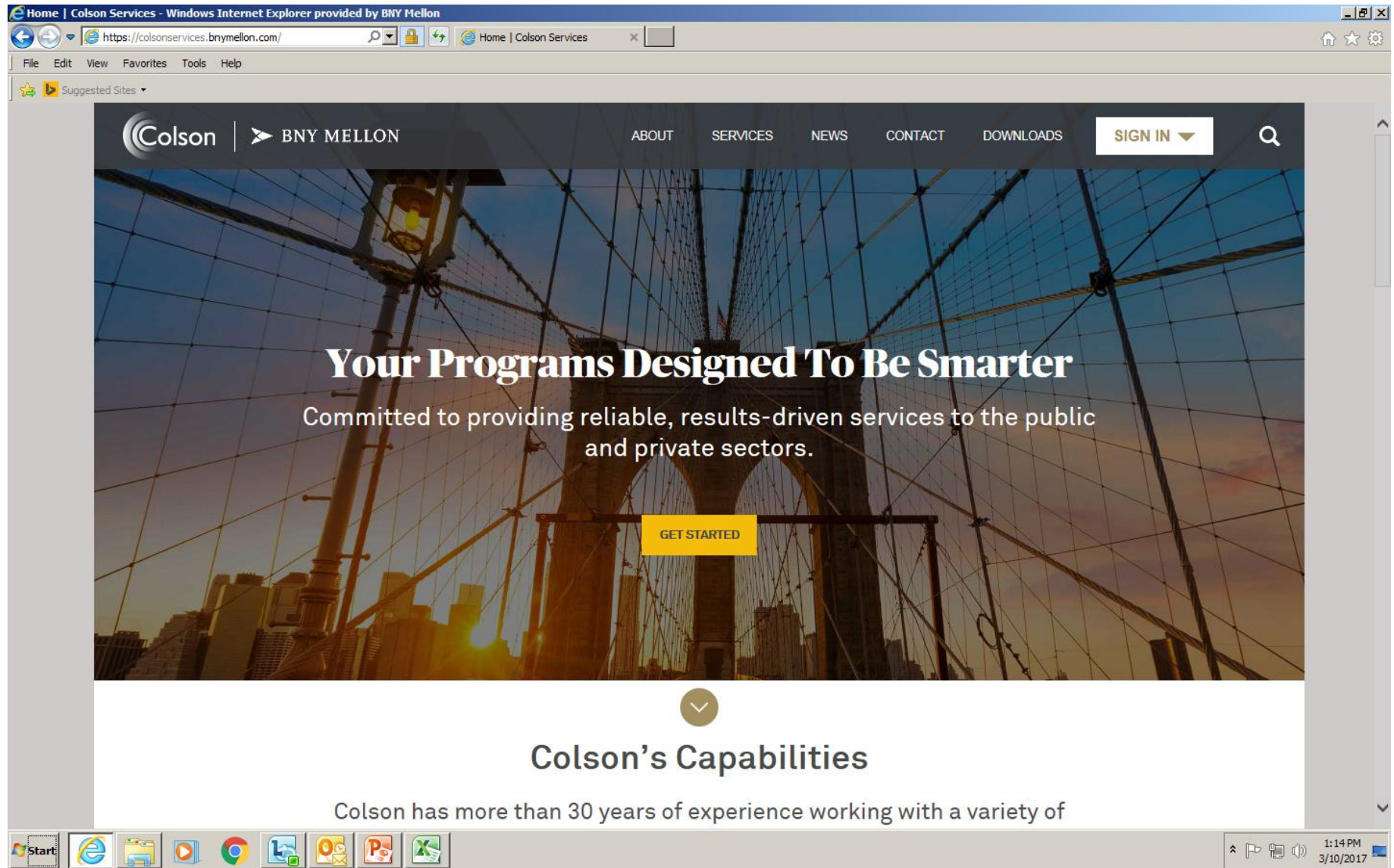


**Fig. 2**





# www.colsonservices.bnymellon.com



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## 7(a) Lender Website Facilities

- **1502 Connection** – Access SBA 7(a) loan information, execute monthly 1502 reporting and view quarterly SBA Fee Variance exceptions report
- **1502 Dashboard** – Confirm monthly 1502 reporting performance including active reported/unreported loan count and open exception report errors. Ability to edit current month 1502 info, validate exception clearance and update Colson ID lender profile address and contact info
- **Customer Service Online Request (CSOR)** – Online facility that allows SBA 7(a) clients to submit formal secondary market requests to Colson Client Services
- **Settlements Express** – Colson's web based settlement processing system. Provides the ability to data enter new information, edit data and browse all loans in a lender's or investor's portfolio
- **LoanList** – View loan data and payment transaction histories for authorized SBA and USDA secondary market investors and lenders

# Contact Colson Services

## Client Services:

Phone: 877-245-6159

Email: [info@colsonservices.com](mailto:info@colsonservices.com)

Web: [www.colsonservices.bnymellon.com](http://www.colsonservices.bnymellon.com)

## SBA Form 1502 & 159:

Web: 1502 Connection

Web: 1502 Dashboard e-File (Excel Mandatory)

Email: [1502@colsonservices.com](mailto:1502@colsonservices.com) (Excel Recommended)

Email: [form159@colsonservices.com](mailto:form159@colsonservices.com) (SBA Form 159 Only)

## Secondary Prepayment Notification:

Email: [10daynotice@colsonservices.com](mailto:10daynotice@colsonservices.com)



# Contact Information

## SBA WV District Office

- Rick Haney, Lender Relations Specialist  
304.623.7449 or [Richard.haney@sba.gov](mailto:Richard.haney@sba.gov)
- Leo Lopez, Lender Relations Specialist  
304.347.5220 or [Leopoldo.Lopez@sba.gov](mailto:Leopoldo.Lopez@sba.gov)

Or contact the Lender Relations Specialist at  
your local SBA District Office.